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WORKPLAN

1.	Title

a. Proposed formal title of collection:

b. Title of collection as it will appear on folder stamp:

2. Arrangement

List the series in the collection on the table below in their proposed order, and indicate the optimal hierarchical arrangement of each. Sort #1 represents the first principle of organization to be applied within that series, sort #2 represents the next level on the hierarchy, and sort #3 represents the third. Not all series will have as many as 3 levels, but some will have more; the greatest level of detail need not be listed here. If two subseries within a series operate on different principles of organization, list separately the levels of each subseries.

Keep in mind that the organization described here is the intellectual order (i.e., as materials will be listed in the finding aid); the physical ordering of materials, while adhering to the intellectual order as much as possible, will ultimately be determined by size and housing concerns.

Do not hesitate to annotate freely within the chart to explain exceptions or special concerns.

Series or Subseries	Lin.Ft.	Sort #1	Sort #2	Sort #3

is preferable e.g., Printed piano music, arranged alphabetically by composer (13 boxes). Item-level description: If item-level description is called for, indicate which of the following pieces information should be captured: Composer Publication information (for printed music only): Title Place Place Publisher (e.g., holograph, copyist's ms., Date printed, photocopy, etc.) Type of score (e.g., full short, condensed, piano-vocal, etc.) Pencil or type of ink No. of pages Other markings, etc. Correspondence: Level 1: Bulk description, alphabetically or chronologically by letter span or date span.		a. Estimate the amount of technical assistance that will be required, and approximately when. No. of technicians, full-time: When: No. of technicians: hrs./wk.:
d. Describe any special preservation treatment that will be needed.		Sheet music
Levels of Description Music (manuscript and printed): Batch description: When an item-level description of the music in inappropriate and a generic descripti is preferable e.g., Printed piano music, arranged alphabetically by composer (13 boxes). Item-level description: If item-level description is called for, indicate which of the following pieces information should be captured: Composer Publication information (for printed music only): Title Place Type of document Place Publisher (e.g., holograph, copyist's ms., Date printed, photocopy, etc.) Plate no. Type of score (e.g., full short, condensed, piano-vocal, etc.) Pencil or type of ink No. of pages Other markings, etc. Correspondence: Level 1: Bulk description, alphabetically or chronologically by letter span or date span.		·
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Title Place Type of document Publisher (e.g., holograph, copyist's ms., Date printed, photocopy, etc.) Plate no. Type of score (e.g., full short, condensed, piano-vocal, etc.) Pencil or type of ink No. of pages Other markings, etc. Correspondence: Level 1: Bulk description, alphabetically or chronologically by letter span or date span.		Item-level description: If item-level description is called for, indicate which of the following pieces of information should be captured:
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	Corres	vondence:
		Level 1: Bulk description, alphabetically or chronologically by letter span or date span.
Level 2: Description by correspondent's name, with miscellaneous folder(s) for each letter.		Level 2: Description by correspondent's name, with miscellaneous folder(s) for each letter.
Level 3: Description by correspondents' names, with additional information: Date span No. of items		

Series or Subseries name	Descriptive elements to be included in container list:
Series or Subscries main	Descriptive елетенкя to be инсиции из солкаты изс.
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any previously cataloged n	naterials have been deemed bona fide parts of the collection and sufficient justification their current classification to that of the special collection, indicate below their current e number of items, and the justification for such a change of classification.
an be offered for changing tall number, the approximat	naterials have been deemed bona fide parts of the collection and sufficient justification their current classification to that of the special collection, indicate below their current e number of items, and the justification for such a change of classification. *pprox. no. of items Justification*
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WORKPLAN

- 1. Title
- a. Proposed formal title of collection:

George and Ira Gershwin Collection

b. Title of collection as it will appear on folder stamp:

Gers	hwin	Collection	
ucis	11 44 111	Concubi	

2. Arrangement

List the series in the collection on the table below in their proposed order, and indicate the optimal hierarchical arrangement of each. Sort #1 represents the first principle of organization to be applied within that series, sort #2 represents the next level on the hierarchy, and sort #3 represents the third. Not all series will have as many as 3 levels, but some will have more; the greatest level of detail need not be listed here. If two subseries within a series operate on different principles of organization, list separately the levels of each subseries.

Keep in mind that the organization described here is the intellectual order (i.e., as materials will be listed in the finding aid); the physical ordering of materials, while adhering to the intellectual order as much as possible, will ultimately be determined by size and housing concerns.

Do not hesitate to annotate freely within the chart to explain exceptions or special concerns.

Series or Subseries	Lin.Ft.	Sort #1	Sort #2	Sort #3
Music - Notebooks, exercises	1	Chronological		
Music - Stage, film	8	Alphabetical by show title	Alphabetical by selection title	
Music - Concert	4	Alphabetical by title		
Correspondence	2	Alphabetical by name of correspondence	Chronological	
Biographical materials (books, articles)	2	Re: GG Re: IG	Chronological	
Legal documents	1	Alphabetical by project	Chronological	
Photographs	2	Taken by GG Of GG (including others) Of others (without GG) Owned by GG		
Realia	1			
Miscellany	3	Chronological		

	a. Estimate the amount of technical assistance that will be required, and approximately when. No. of technicians, full-time: 1
	b. If the collection is large, estimate the quantity and type of phase boxes that will be needed. 50
	c. Describe any unusual or custom housings that will be needed.
	d. Describe any special preservation treatment that will be needed.
4. Leve	els of Description
Music ((manuscript and printed):
	Batch description: When an item-level description of the music in inappropriate and a generic description is preferable e.g., Printed piano music, arranged alphabetically by composer (13 boxes).
<u>X</u>	_Item-level description: If item-level description is called for, indicate which of the following pieces of information should be captured:
	Composer Publication information (for printed music only): X Title X Place X Type of document X Date
Corres	pondence:
	Level 1: Bulk description, alphabetically or chronologically by letter span or date span.
	Level 2: Description by correspondent's name, with miscellaneous folder(s) for each letter.
<u>X</u>	Level 3: Description by correspondents' names, with additional information: Date span X No. of items

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()ther	non-m	usic	mai	terial	€.

Specify intensded levels of description for the remaining series:

Series or Subseries name	Descriptive elements to be included in container list:
Biographical materials	Author, title Place, publisher, date Annotations
Legal documents	Title of project Title of document, date
Photographs	Subject
Realia, Miscellany	Title Date (if appropriate) Author (if appropriate)

5. Cataloged Materials

If any previously cataloged materials have been deemed bona fide parts of the collection and sufficient justification can be offered for changing their current classification to that of the special collection, indicate below their current call number, the approximate number of items, and the justification for such a change of classification.

Current classification	Approx. no. of items	Justification
ML 30.25	10	<u>Items donated by Gershwin Family; previously removed from collection and cataloged.</u>
the series and their order,	revise the estimates of time	sable; the processing specialist should not hesitate to reconfigure e or technical assistance needed, or otherwise amend the initial d be promptly submitted to the A & P Section head for approval.

Submitted by: Raymond A. White Date: March 15, 1993

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a. Proposed formal title of collection:

Nikolai Lopatnikoff Collection

b. Title of collection as it will appear on folder stamp:

Lopatnikoff Collection

2. Arrangement

List the series in the collection on the table below in their proposed order, and indicate the optimal hierarchical arrangement of each. Sort #1 represents the first principle of organization to be applied within that series, sort #2 represents the next level on the hierarchy, and sort #3 represents the third. Not all series will have as many as 3 levels, but some will have more; the greatest level of detail need not be listed here. If two subseries within a series operate on different principles of organization, list separately the levels of each subseries.

Keep in mind that the organization described here is the intellectual order (i.e., as materials will be listed in the finding aid); the physical ordering of materials, while adhering to the intellectual order as much as possible, will ultimately be determined by size and housing concerns.

Do not hesitate to annotate freely within the chart to explain exceptions or special concerns.

Series or Subseries	Lin.Ft.	Sort #1	Sort #2	Sort #3
I. Music	25			
1. Music of NL		By opus no.		
2. Music of others		Alphabetical by composer	Alphabetical by title	
II. Correspondence	3			
1. General 2. Re: <u>Danton</u>		Alphabetical by correspondent	Chronological	
III. Writings	4			
1. By NL		Alphabetical by title or first line		
About NL: 2. articles, press materials 3. scrapbook		Chronological		

	a. Estimate the amount of technical assistance that will be required, and approximately when. No. of technicians, full-time: 1 When: JanFeb. 1994 No. of technicians: 1 hrs./wk.: 20
	b. If the collection is large, estimate the quantity and type of phase boxes that will be needed. 12 Sheet music Correspondence, letter size 4 Correspondence, legal size Oversize, flat
	c. Describe any unusual or custom housings that will be needed. One large engraved portrait of Mendelssohn, too large for standard oversize box
	d. Describe any special preservation treatment that will be needed.
4. Leve	els of Description
Music (manuscript and printed):
	Batch description: When an item-level description of the music in inappropriate and a generic description is preferable e.g., Printed piano music, arranged alphabetically by composer (13 boxes).
X	_Item-level description: If item-level description is called for, indicate which of the following pieces of information should be captured:
	X Composer Publication information (for printed music only): X Title X Place X Type of document (e.g., holograph, copyist's ms., printed, photocopy, etc.) X Date X Type of score (e.g., full short, condensed, piano-vocal, etc.) Pencil or type of ink X Pencil or type of ink X No. of pages X Other markings, etc.
Corresp	ondence:
	Level 1: Bulk description, alphabetically or chronologically by letter span or date span.
<u>X</u>	Level 2: Description by correspondent's name, with miscellaneous folder(s) for each letter. Level 3: Description by correspondents' names, with additional information:
	Date span No. of items

Series or Subseries name	Descriptive elements to	o be included in container list:
III. Writings	Author, title (or fin	rst line), publication data (for printed items), no. of pages,
IV. Other		
1. Biographical data	Author, no. of pag	es
2. Official documents	Brief description in	cluding issuing organization and date
3. Miscellany	Brief descriptionl	limited to 1 sentence
_		
· ·	nd materials have been deen	and hone fide parts of the collection and sufficient justification
any previously catalog an be offered for chang all number, the approxi	ng their current classificatio	ned bona fide parts of the collection and sufficient justification on to that of the special collection, indicate below their curren the justification for such a change of classification. Justification
any previously catalogen be offered for changed linumber, the approxi	ng their current classification nate number of items, and	v
an be offered for changall number, the approxicurrent classification ML 96 All aspects of the workplate series and their order	ng their current classification at enumber of items, and a superson of items. Approx. no. of items 4	on to that of the special collection, indicate below their currenthe justification for such a change of classification. Justification

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a.	Proposed	formal	title of	collection:
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Loretta Cessor Manggrum Collection

b. Title of collection as it will appear on folder stamp:

Manggrum Collection

2. Arrangement

List the series in the collection on the table below in their proposed order, and indicate the optimal hierarchical arrangement of each. Sort #1 represents the first principle of organization to be applied within that series, sort #2 represents the next level on the hierarchy, and sort #3 represents the third. Not all series will have as many as 3 levels, but some will have more; the greatest level of detail need not be listed here. If two subseries within a series operate on different principles of organization, list separately the levels of each subseries.

Keep in mind that the organization described here is the intellectual order (i.e., as materials will be listed in the finding aid); the physical ordering of materials, while adhering to the intellectual order as much as possible, will ultimately be determined by size and housing concerns.

Do not hesitate to annotate freely within the chart to explain exceptions or special concerns.

Series or Subseries	Lin.Ft.	Sort #1	Sort #2	Sort #3
Music	1	Alphabetical by title		
Programs	3"	Chronological		
Biographical materials	3"	Chronological		
Miscellaneous	1 folder			

	a. Estimate the amount of technical assistance that will be required, and approximately when. No. of technicians, full-time: 1 When: one week only
	No. of technicians: hrs./wk.:
	b. If the collection is large, estimate the quantity and type of phase boxes that will be needed. Sheet music Correspondence, letter size Correspondence, legal size Oversize, flat
	c. Describe any unusual or custom housings that will be needed.
d. De	scribe any special preservation treatment that will be needed.
4. <i>Le</i> 1	vels of Description
Music	(manuscript and printed):
	Batch description: When an item-level description of the music in inappropriate and a generic description is preferable e.g., Printed piano music, arranged alphabetically by composer (13 boxes).
X	Item-level description: If item-level description is called for, indicate which of the following pieces of information should be captured:
	Composer Publication information (for printed music only): Title Place Type of document Publisher (e.g., holograph, copyist's ms., printed, photocopy, etc.) Plate no.
	Type of score (e.g., full short, condensed, piano-vocal, etc.) Pencil or type of ink No. of pages
<i>a</i>	Other markings, etc.
Corres	spondence:
	Level 1: Bulk description, alphabetically or chronologically by letter span or date span.
	Level 2: Description by correspondent's name, with miscellaneous folder(s) for each letter.
	Level 3: Description by correspondents' names, with additional information: Date span No. of items

Programs Biographical materials Miscellaneous	date span date span	
	date span	
Miscellaneous		
	date span	
urrent classification Ap	prox. no. of items	Justification
	ise the estimates of time	able; the processing specialist should not hesitate to reconfigure or technical assistance needed, or otherwise amend the initial be promptly submitted to the A & P Section head for approval.
timations. However, any sig	Smireum enunges snouru	

Guides to Special Collections in the Music Division of the Library of Congress EDWARD AND CLARA STEUERMANN COLLECTION LIBRARY OF CONGRESS WASHINGTON 1993

Edward and Clara Steuermann Collection

The materials in the Edward and Clara Steuermann Collection were acquired by the Library of Congress from the Steuermann family between the years 1977 and 1982. The initial gift of Edward Steuermann's manuscript and printed music and related materials was made in 1977 by his widow, Clara Steuermann. Ten letters from Anton Webern to Edward Steuermann were purchased from Mrs. Steuermann in the same year. In 1982, the remainder of the collection was acquired, partly through a bequest of Clara Steuermann and partly through gifts from Edward Steuermann's two daughters, Rebecca and Rachel. The collection comprises music manuscripts, correspondence, and other non-music materials as well as 67 tapes and 29 disks, now housed in the Motion Picture, Broadcasting, and Recorded Sound Division.

Certain restrictions as to the use or copying of the materials in this collection may apply. Consult a Reference Librarian in the Music Division for further permission information.

Approximate number of items: 1,800 Linear feet of shelf space occupied: 16 feet Number of Containers: 43

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Biographical Sketch

Edward Steuermann was born June 18, 1892, in Sambor, a small Polish city in eastern Galicia (now part of Ukraine). His study of the piano began in 1904 with the Czech pianist and teacher Vilem Kurz and continued, first in Basel in 1910 and then in Berlin, with Ferruccio Busoni. His first composition teacher of note was Engelbert Humperdinck, but Steuermann's inclinations towards the modern idiom led him to seek instruction elsewhere. At Busoni's suggestion, Steuermann began studying with Arnold Schoenberg in 1912, thus initiating a professional association that was to figure prominently in Steuermann's career as both composer and pianist. Beginning with *Pierrot Lunaire*, Steuermann performed in the premiere of almost every Schoenberg work for which a pianist was required. While in Vienna, he served as the pianist for the Verein für Musikalische Privataufführungen (Society for Private Musical Performances) founded by Schoenberg in 1918 to introduce newer works there. Concurrent with these activities, Steuermann began a distinguished teaching career that would continue through the remainder of his life.

Steuermann emigrated to the United States in 1938, where he continued to perform, to teach, and to compose. His recitals encompassed both the traditional repertory, particularly the music of Beethoven, and contemporary works more in keeping with the idiom of the Schoenberg school and his own compositions. After a brief association with the New School and several summer sessions at Juilliard, Steuermann joined the Juilliard faculty in 1952 and taught there until his death. His students included Theodor W. Adorno, Alfred Brendel, Jakob Gimpel, Lorin Hollander, and Joseph Kalichstein. Although his performing was limited during this period, he did continue to compose, with a piano trio (1954), the string quartet, *Diary* (1961), his Variations for orchestra (1958), the cantata *Auf der Galerie* (1963-64), and a Suite for Chamber Orchestra (1964). Notable among his earlier composing activities are his piano pieces and songs and his arrangements and transcriptions, particularly those of Schoenberg and Webern. Edward Steuermann died of leukemia on Nov. 11, 1964, in New York.

Clara Silvers Steuermann was born on February 10, 1922, in Los Angeles. After studying piano and composition at the City College there, she began her studies in music theory with Arnold Schoenberg at UCLA, while maintaining her study of the piano with Jacob Gimpel. She became one of Schoenberg's teaching assistants in 1942, beginning a lifelong personal association with him. Upon receiving her master's degree in 1944, at Schoenberg's and Gimpel's suggestion she moved to New York to study piano with Edward Steuermann. They were married in 1949.

Between 1951 and Edward Steuermann's death in 1964, Clara Steuermann served as an administrative assistant at the Juilliard Opera Theater and earned a Master of Library Science degree

bia University. After holding a number of positions with the New York Philharmonic, the h Community College, and the Juilliard library, she moved with her daughters Rebecca and eveland to build a library at the Cleveland Institute of Music. Her next post was at the Institute at the University of Southern California, where she organized the Schoenberg d administered the archives. Throughout her career, she was active in the Music Library of which she was president for the 1975-76 term. Her involvement with the international community was also reflected by her activities in the International Federation of Library (IFLA), particularly from the mid-1970s until her death on January 9, 1982, in X.
v

Scope and Content Note

The Edward and Clara Steuermann Collection consists primarily of the music (both manuscript and printed) and writings of Edward Steuermann, and the correspondence of both Edward and Clara Steuermann. The collection spans the years from 1922 to 1981, with the bulk of the materials dating from the 1930s to the 1970s.

The music in the collection includes holograph scores or sketches of most of Steuermann's compositions, both published and unpublished, as well as a number of copyist's scores and a few printed instrumental parts or scores. Steuermann's arrangements and transcriptions of works by Busoni, Poulenc, Schoenberg, Webern, and various 18th- and 19th-century composers are well represented by holograph scores also. Steuermann's collection of music by other composers includes both manuscript scores of friends and colleagues such as Hanns Eisler, Erich Itor Kahn, Earl Kim, and René Leibowitz, and a large selection of printed scores of music from the 18th through the 20th centuries, many with Steuermann's annotations.

The correspondence in the collection consists of both the general and family correspondence of Edward and Clara Steuermann, dating from 1922 through Clara Steuermann's death in 1982. The general correspondence includes letters between the Steuermanns and Arnold Schoenberg, Anton Webern, Ferruccio Busoni, and Theodor Adorno. Particularly lengthy is the correspondence with Rudolf and Lorna Kolisch, René Leibowitz, and Hans Moller. The family correspondence contains primarily letters to and from Berthold and Salka Viertel and the Gielen family.

Writings in the collection encompass a broad range of materials, such as manuscript and typescript essays by Edward Steuermann, transcripts of excerpts from Steuermann's letters discussing musical matters, lectures and speeches, program and liner notes, interview transcripts, and letters of recommendation for various students and colleagues. Writings by others about Steuermann are also included, as is a typescript autobiographical essay by Steuermann's mother, Augusta Steuermann. There are a number of poetic texts as well, manuscript and typescript, in various languages, including poems by Berthold Viertel and Berthold Brecht.

Other materials include: printed programs of music composed or performed by Steuermann or his students; clippings and other printed matter; papers of the Edward Steuermann Memorial Society; a few financial and legal papers; and several photographs. Additionally there are 4 boxes of materials acquired by Clara Steuermann between 1974 and 1981 concerning the activities of the International Federation of Music Libraries (IFLA), an organization in which she was active during the last decade of her life.

Claudia Widgery, October 1993

Description of Series

Container	Series
1	Writings, mostly undated. Writings of Edward Steuermann consist of manuscript, typescript, and printed materials, published and unpublished, including lectures and speeches, program and liner notes, and interview transcripts, arranged alphabetically by title.
2	Writings by others consist primarily of writings about Steuermann, arranged alphabetically by author.
3-6	Correspondence, 1922-81, bulk 1940s-70s. General correspondence, letters to and from Edward and Clara Steuermann, arranged alphabetically by correspondent.
7-9	Family correspondence; letters written by Edward and Clara Steuermann are separated from letters written by other family members.
	Music.
10-16	Music by Edward Steuermann. Original compositions (manuscript and printed scores), arranged alphabetically by title.
17-18	Arrangements and transcriptions, arranged alphabetically by composer and title. Music by other composers.
19 20-35	Manuscript scores, arranged alphabetically by composer and title. Printed scores, arranged alphabetically by composer and title.
36	Programs, 1912-71. Printed and typescript programs of music performances, in three categories, each arranged chronologically: Steuermann as composer (1952-71), Steuermann as pianist (1912-63), and Steuermann students (1949-69).
2	Legal & Financial Papers (8 folders). Legal papers include miscellaneous citizenship documents, contracts, etc.; Financial papers include miscellaneous documents regarding the Steuermann estate, etc.

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SERIES Box/Folder Contents Subseries title Sub-subseries title Composer's/author's name χ/χ Title Note no. 1 which, if it is lengthy, will use a hanging indent, so that subsequent lines of the text of the note will appear indented, as in the case with this example. Note no. 2 [Uniform title] x/xTitle, which, if it is lengthy, will wrap to the initial indent, so that subsequent lines of text will appear indented, as is the case with this example. Note no. 1 Note no. 2 Composer's/author's name x/xTitle Note no. 1 Note no. 2 Note no. 3 Sub-subseries title x/xComposer's/author's name Title Note no. 1 Note no. 2 χ/χ [Uniform title] Title Note no. 1 Note no. 2 **SERIES** \mathbf{x}/\mathbf{x} Title Note no. 1 Note no. 2 [Uniform title] x/xTitle \mathbf{x}/\mathbf{x} Note no. 1 Note no. 2 Name of Collection Page number

MUSIC

	Music by Edward Steuermann Original Compositions
11/13	Improvisation and allegro Printed violin part; 10 p. At bottom of p. 1: Copyright 1971 by Clara Steuermann
12/1	Lied des Gefangenen Holograph piano-vocal score in ink; 4 p. At end: Februar 1912 Laid in: photocopy of score
12/2	Milosc skrzydlata Holograph piano-vocal score in ink; 2 p. At end: Sambar 1908 <i>See also</i> Zigeunerlied
1/8	Music for instruments Holograph full score in ink on transparencies with annotations in pencil; 42 p At end: 9./IX 1961 New York
1/9	2 photocopies of score
12/3	Holograph short score in pencil; 20 p. At end: 10./8. 1960
12/4	Holograph sketches in pencil and ink; 104 p.
12/5	Na krakowskim zamku wesele Holograph piano-vocal score in pencil (incomplete); 4 p. Laid in: text (typescript) by Boleslaw Smialy
12/6	Nachtlied Holograph piano sketch in ink and pencil; 4 p.
12/7	Nocturne and scherzo Holograph score for clarinet and piano in pencil; 10 p. At end: December 25th 1955
12/7	Holograph sketches in pencil; 22 p.

Edward and Clara Steuermann Collection

MUSIC	
Box/Folder	Contents
	Music by Edward Steuermann Arrangements and Transcriptions
17/11	Poulenc, Francis [Trois pièces. No. 2, Toccata; arr.] Arranger's holograph score in ink with pencil annotations; 8 p. Arranged for 3 pianos At end: Santa Monica, August 1943 Laid in: 3 piano parts in ink
	Arranger's holograph score in pencil; 5 p. Arranged for 3 pianos At end: August 1943, Santa Monica
	Printed score (Paris: Heugel, 1931); 7 p.
18/1	Schoenberg, Arnold [Concerto, piano and orchestra; arr.] Arranger's holograph piano reduction of full score in pencil; 17 p. Laid in: arranger's holograph sketches; 3 p.
18/2	Ode to Napoleon; [arr.] Arranger's holograph piano reduction of full score in pencil; 20 p. At end: 3./11. 1943 Laid in: arranger's holograph sketches; 5 p.
18/3	Verklärte Nacht; [arr.] Arranger's holograph score in ink; 36 p. Arranged for violin, cello, and piano At end: 26./8. 28
2/7	Photocopy of copyist's manuscript score with typeset title page; 42 p. Arranged for violin, cello, and piano On t.p.: To Mrs. Clara Steuermann with many thanks for sending us this beautiful versio of Verklärte Nacht. [Signed] Reinbert de Leeuw
18/4	Photocopy of copyist's manuscript score; 53 p. Arranged for violin, cello, and piano Laid in: violin and cello parts
2/7	Photocopy of copyist's manuscript score with typeset title page; 42 p. Arranged for violin, cello, and piano

CORRESPONDENCE

Box	Contents
109	Abbott, George, 1940-48 ABC-Paramount Records, Inc., n.d. Abravanel, Maurice, 1956, n.d. Academy of Motion Picture Arts & Sciences, 1953 Adams, Stanley, 1960-69, n.d. Adamson, Harold, 1953 Allen, Steve, 1959 Alphand, Claude, 1948-54 Altman, Leonard, 1963-66, n.d. American Guild of Authors & Composers, 1958-69, n.d. American Society of Composers, Authors, and Publishers, 1948-68 Andrewski, Gene (and Edwin Bronner), 1963, n.d. ASCAP see American Society of Composers, Authors, and Publishers Atlantic Recording Corp., 1949-57 Avedenskii, A., 1955, n.d. "A" miscellaneous
110	Bacall, Lauren, n.d. Bacherac, Alexandre, 1965-67 Bagley, Ben, 1964-67 Baker, Dorthy Gilliam, 1955 Balanchine, George, 1939-52, n.d. Barati, George, 1960-62, n.d. Baron, Herman, 1955-64 Barraud, Henri, 1948-64, n.d. Basil, Colonel Wassili de, 1935-41 Bason, Fred, 1965-68 Bastien, André Paul, 1953, n.d. Beach, Denny, 1952-62, n.d. Beamish, Elsa and Leander, 1955, n.d. Beaton, Cecil, n.d. Bechert, Paul, 1949-50 Beckhard, Robert, 1955-56 Behrman, S. N., 1941 Bennett, Joan, n.d. Bennett, Robert Russell, 1950 Bermuda Trade Development Board, 1965 Bernstein, Leonard, 1946-68, n.d.
111	Bois, Mario, 1966 Bolshukin, Yuri, 1965-67 Bongartini, Serge, 1963, n.d.

Vernon Duke Collection

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MUSIC

Box/Folder	Contents
	Printed Music
9/5	Carpenter, John Alden and Rue Carpenter When little boys sing. Chicago: A. C. McClurg & Co., 1904.
9/6	Guilbert, Yvette, compiler. Chansons de la vieille France. Harmonized by Maurice Duhamel. Paris: Librairie Félix Juven, n.d.
9/7	Honegger, Arthur Rugby. Paris: Editions Maurice Senart, 1929. Inscribed by Honegger to Madame Ellen Borden
9/8	Spalding, Walter R. Blessed are they that dwell in Thy house. op. 10. (Boston: A. P. Schmidt, 1937). Inscribed by Spalding: To John with greetings from Walter

PHOTOGRAPHS

3/33	John Alden Carpenter alone
3/34, 10/3	John Alden Carpenter and others
3/35	Family of John Alden Carpenter

Productions:

10/4 Birthday of the Infanta [production stills, set designs]

3/36 Krazy Kat [production stills]

3/37 Skyscrapers

PROGRAMS

3/38 Programs, 1913-61, formerly in scrapbooks

SCRAPBOOKS

4	1900-13
5/1	1914-42
5/2	1943-61

John Alden Carpenter Collection

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				Γ	Library of Co	ongress - Music	Division
Collection Name:				Collection Name Collection Name (cont.) Series/Subseries			
Call Number (if assigned):					Variable Information Call Number Box Number		
Label Types:							
A. Standard (regular flat, con	rrespondence and o	versize)	(2"x 3")	В.	Half-size Corre	espondence (1-1/4" x2")
C. Half-size Flat (1" x 2")				D.	D. Custom (Describe on a separate sheet)		
Indicate the labeling information Box number range	rmation: <u>Label Type</u>		Series	<u>i</u>		Sub-s	<u>eries</u>
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*cont. on reverse side							
Approval: Music Specialist		/	Section 1	Head		/	Date

Appendix A.3. Label Request Form Sample No. 1: Blank Form

Box number range	<u>Label Type</u>	<u>Series</u>	<u>Sub-series</u>
			

Instructions:

- A. Forward the completed form to the staff member assigned to create the labels.
- B. A draft will be returned to you. Review, correct if necessary, initial, and date the draft and arrange with the section head for the labels to be printed and adhered to the boxes.

REQUEST FORM FOR COLLECTION LABELS Library of Congress - Music Division Collection Name: Gilmour McDonald **Collection Name** Collection Name (cont.) Series/Subseries Variable Information Call Number (if assigned): none Call Number **Box Number** Label Types: A. Standard (regular flat, correspondence and oversize) (2"x 3") B. Half-size Correspondence (1-1/4" x2") C. Half-size Flat (1" x 2") D. Custom (Describe on a separate sheet) Indicate the labeling information: Box number range **Series** Sub-series Biographical Material В _1____-2 - 6 Orchestral Works Α Music 7 - 9 Α Chamber Works Music 10 - 12 Α Music Solo Piano Works 13___ - ____ Correspondence A-F G-K 14 - ____ A L-Q 16 - ____ R-Z 17 - ____ Α United States Progams 18 - ____ Europe 19 - 24 A Scrapbooks 25 - 26 Α Clippings Photographs Oversize Music *cont. on reverse side Section Head Vicky Wulff / 3/10/95 Approval: Music Specialist Lloyd Pinchback / 3/9/95 *For instructions, please see reverse.

Appendix A.3. Label Request Form Sample No. 2: Gilmour McDonald Collection

Box number range	<u>Label Type</u>	<u>Series</u>	<u>Sub-series</u>
30	A	Oversize Music	
31 -	C	"	
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Instructions:

- A. Forward the completed form to the staff member assigned to create the labels.
- B. A draft will be returned to you. Review, correct if necessary, initial, and date the draft and arrange with the section head for the labels to be printed and adhered to the boxes.

Appendix B - Musical Instruments and Instrumentation

The following is a list of the most commonly used musical instruments, in the order in which they generally appear on the page of a musical score, followed by their French, Italian, and German equivalents, respectively. Note that divided parts are customarily designated by roman numerals (i.e., horn I, horn II, etc.).

A. Symphony orchestra

1. winds, woodwinds / vents / venti, fiati / Bläser, Blasinstrumente

```
piccolo / petite flûte / piccolo, ottavino / kleine Flöte flute / (grande) flûte / flauto (grande) / (grosse) Flöte oboe / hautbois / oboe / Oboe English horn / cor anglais / corno inglese / englisch Horn clarinet / clarinette / clarinetto / Klarinette [score order of clarinets: E-flat; B-flat (or A); B-flat bass clarinet] saxophone / saxophone / saxofono / Saxofon bassoon / basson / fagotto / Fagott contrabassoon / contrebasson / contrafagotto / Kontrafagott
```

2. brass / cuivres / ottoni / Blech, Blechinstrumente

```
horn, French horn / cor / corno / Horn
trumpet / trompette / tromba / Trompete
trombone / trombone / Posaune
bass trombone (usually designated as trombone III)
tuba / tuba / tuba / Basstuba
```

3. percussion / batterie / percussione / Schlagzeug

(which may include any of the following:)

```
snare drum / caisse, caisse claire, tambour / cassa, tamboro / Trommel, kleine Trommel bass drum / grosse caisse / gran cassa / grosse Trommel timpani, kettledrums / timpani, timbales / timpano (singular); timpani (plural) / Pauken cymbals / cymbales, cambales / piatti / Becken chimes, bells / carillon / campanile, campanello / Glocken tambourine / tambour de basque / tamburello / Tamburin, Handtrommel castanets / castagnettes / nacchere, castagnettes / Kastagnette triangle / triangle / trianglo / Triangel
```

4. keyboard and miscellaneous:

```
harp / harpe / arpa / Harfe
piano, pianoforte / piano / piano, pianoforte / Klavier
organ / orgue / organo / Organ
harpsichord / clavecin / cembalo / Cembalo
celesta (same in all these languages)
harmonium (same in all these languages)
any featured solo instrument(s), voice(s), etc. (i.e., the piano part in a concerto for piano and
orchestra)
```

5. strings / cordes / corde / Saite, Streicher, Streichinstrumente

```
violin / violon / violino / Violine
viola / alto / viola / Bratsche
cello, violoncello / violoncelle / violoncello / Violoncell
bass, contrabass, string bass, double bass / contrebasse / contrabasso / Kontrabass
```

B. Band or wind ensemble

1. winds

```
flute (flute II/piccolo)
oboe (oboe II/English horn)
bassoon (bassoon II/contrabassoon)
clarinet
    [score order for clarinets is: E-flat; B-flat (or A); E-flat alto; B-flat bass; E-flat contrabass; BB-
flat contrabass clarinet]
saxophone
    [score order for saxophones is: B-flat soprano; E-flat alto; B-flat tenor; E-flat baritone; B-flat
bass saxophone]
```

2. brass

```
cornet / cornet à pistons / cornetta / Piston
        [solo cornet precedes numbered cornet parts]
trumpet
flugelhorn / bugle, petit bugle / flicorno / Flugelhorn
bugle (rarely used)
horn
trombone (trombone III/bass trombone)
baritone / baryton / flicorno tenore / Tenor horn, Bariton
euphonium / basse, basse primier (premier) / flicorno baritone, bombardino / Bariton tuba,
bass tuba
```

Performance practices regarding the use of brass instruments vary widely from country to country, which can easily lead to confusion in the identification of music written for these instruments. It is advisable to consult a reliable source if such questions arise.

3. other

strings [other than the string bass, strings are rarely used in bands] harp any other featured solo instrument(s), voice(s), etc.

4. percussion

bass drum, cymbals small (snare) drum, side drum, field drum timpani, bells other percussion [sometimes referred to as "utility"]

C. jazz band, stage band, dance band, theater orchestra, etc.

Such scores follow the same basic order as described in the previous examples. However, their generally smaller instrumental forces may require compressed parts: wind players are usually assigned multiple instruments and their parts are usually designated by the generic term "reeds" because saxophones are almost always included. The "Reed I" book may contain parts for alto saxophone I and flute; "Reed II," parts for alto saxophone, oboe, and bassoon. Scores for such ensembles often appear as short scores or condensed scores.

Appendix C - Glossary

accession 1. The formal acceptance into custody of an acquisition (see acquisition). 2. An acquisition so recorded.

acid-free paper Paper produced without the use of acid washes having a pH of 7.0 or greater. Although called "acid-free," acid-free paper is not entirely free from natural acids, but the percentage is greatly reduced.

acid migration The movement of acid from acidic material to material of lesser or no acidity, either from direct contact or through exposure to acidic vapors in the surrounding environment.

acquisition An addition to the holdings of a records center, archives, or manuscripts repository, whether received by transfer under an established and legally based procedure, by deposit, purchase, gift, or bequest. An acquisition may comprise a single item or many related or unrelated items.

alkaline reserve paper Paper having an alkaline reserve or buffer. The alkaline buffering agent counteracts acid which might develop later from contact with acidic materials or atmospheric pollutants.

archival value Those values (administrative, fiscal, legal, intrinsic, evidential, and/or informational) which justify the preservation of records/archives.

archives 1. The documents created or received and accumulated by a person or organization in the course of the conduct of affairs, and preserved because of their continuing value. 2. The building or part of a building where archival materials are located; also referred to as an archival repository. 3. The agency or program responsible for selecting, acquiring, preserving, and making available archival materials.

artificial collection see collection

authority control The process of verifying and authorizing the choice of unique access points, such as names, subjects, and forms, and ensuring that access points are consistently applied and maintained in an information retrieval system.

broadside A publication consisting of a single sheet (or, less frequently, of a few adjoining sheets) bearing information printed as a single page, on one side of the sheet; usually intended to be posted, publicly distributed, or sold.

bone folders Flat maulsticks usually made of bone used for creating and, occasionally, removing creases.

buffer An alkaline reserve in paper, usually a calcium carbonate filler which maintains the pH in the neutral or alkaline range by reacting with acidic gases from the environment or from the deterioration of the paper itself.

cleaning pad A pad filled with a non-abrasive powder suitable for cleaning heavy surface dirt prior to brushing. This cleaning powder is much like the substance used in common pencil erasers, but without dyes or other harsh chemicals. Materials should be thoroughly dusted after using a cleaning pad to remove all traces of the cleaning powder.

clippings Illustrations, pages, articles, or columns of text removed from books, newspapers, or periodicals, or other publications.

collection A body of archival material formed by or around a person, family group, corporate body, or subject either from a common source as a natural product of activity or function, or gathered purposefully and without regard to original provenance (sometimes referred to as an artificial collection).

conservation The component of preservation that deals with the physical or chemical treatment of

documents.

deaccessioning The process by which an archives or manuscripts repository formally removes material from its custody. Most often this will occur during processing, when some materials are determined to be unsuitable for permanent retention within a collection for reasons including: duplication, subject matter, or physical condition (especially when replaced with a surrogate).

deacidification The process by which the acid in paper is neutralized so that the pH value is at least 7.0, thereby assisting in preservation. Normally, the process deposits an alkaline buffer or reserve to inhibit the return of an acidic state.

deed of gift A signed document containing a voluntary transfer of title to real or personal property without a monetary consideration. A deed of gift to an archives or manuscripts repository frequently takes the form of a contract establishing conditions governing the transfer of title to documents and specifying any restrictions on access and/or use. LC uses the term "Instrument of Gift."

document boxes (correspondence and two-piece drop front) Boxes made of heavy weight acid-free, lignin-free box board. They are designed to provide a closed housing, sealing and protecting the enclosed material from harmful light and air-borne pollutants.

document folders Folders made of acid-free, lignin-free card stock used as the primary housing for paper-based materials. Document folders, like acid-free paper, are produced with an alkaline reserve to serve as a buffer for acidic paper. In theory, the folder actually absorbs and/or neutralizes acid, slowing the process of decay.

encapsulation The encasing of a document in clear plastic, usually polyester with one or more sealed edges, that provides nonreactive support and protection for a fragile document while maintaining visibility.

environmental control The creation and maintenance of a storage environment for archival holdings conducive to their long-term preservation. It encompasses temperature, relative humidity, air quality, lighting, freedom from biological infestation, housekeeping procedures, security, and protection from fire and water damage.

ephemera Items, usually printed and on paper, that are manufactured for a specific limited use, then often thrown away (e.g. badges, forms, invitations, schedules, tickets, etc.).

evidential value The worth of documents/archives for illuminating the nature and work of their creator by providing evidence of the creator's origins, functions, and activities.

finding aid The descriptive tool, published or unpublished, manual or electronic, produced by a creator, records center, archives, or manuscript repository to establish physical control and intellectual control over archival materials.

folio 1. A leaf of paper or parchment usually folded and numbered only on the front. 2. The number assigned to a leaf. 3. A volume made up of sheets folded once; hence, loosely, a volume of large dimensions.

friable Fragile; easily crumbled. In archival parlance, this term usually refers to writing or drawing media such as charcoal or pastels which are easily smudged.

Hake brush Brush made with soft, natural hair, for cleaning most delicate collection material. Photographic brushes, which have the finest hairs, are preferable for photographic prints and negatives. (Pronounced HOCK-ay.)

holograph A document in the handwriting of the person who composed or authored it, with or without a signature.

iconography Pictorial material including photographs, paintings, drawings, engravings, lithographs, etc.

incipit The opening words or musical notes of a prose or musical work or section thereof.

informational value The value of records or papers for information they contain on persons, places, subjects, and things other than the operation of the organization that created them or the activities of the individual or family that created them.

intellectual control The knowledge or documentation required for access to the informational content of records.

interleaving Placing sheets of one material between sheets of a similar or different material for such purposes as drying wet documents, providing an alkaline buffer, or preventing documents from rubbing.

intrinsic value The inherent worth of a document based upon factors such as age, content, usage, circumstances of creation, signature, or attached seals.

item The smallest indivisible archival unit (e.g. a letter, memorandum, report, musical score), often consisting of more than one physical piece.

leaf One of the units into which the original sheet or half sheet of paper, parchment, etc., is folded to form part of a book, pamphlet, journal, etc.; each leaf consists of two pages, one on each side, either or both of which may be blank. In current usage, the term is also applied to separate sheets which comprise a multi-page document if they are written or printed on one side only.

linen tape A seamless ribbon of fabric made of unbleached linen or cotton without harmful dyes or additives. Linen tape, or cotton tie, provides a non-abrasive method for tying loose boards.

lignin A naturally-occurring compound in wood that speeds the deterioration of wood-based products. Most modern paper contains lignin, and is manufactured using acid washes. The combination of acid, lignin, and alum-rosin sizing (a treatment used to prevent ink bleeding) makes many papers produced between 1840 and 1950 highly unstable. Acid-free paper (often called PermaLife paper) is made from fibers which are free of lignin and treated with an alkaline substance serving as a buffer against acidic material.

manuscript Any text or musical notation that is handwritten; a typed document is more precisely called a typescript.

manuscripts repository An institution that collects papers, manuscripts, and frequently records/archives of other institutions, usually in accordance with a predetermined acquisition policy.

medium The physical material in or on which information may be recorded (e.g. clay tablet, papyrus, paper, parchment, film, magnetic tape).

name authority see authority control

pamphlet binder A folded board with three flaps which fold around the enclosed items, suitable for pamphlets, programs, libretti, or unbound manuscripts.

pamphlet folder A board folder with several scorings at the fold which can accommodate bound of varying thicknesses.

personal papers The documents accumulated by or belonging to an individual; the archives of a person or family.

pH A measure of the acidity or alkalinity of paper, expressed in terms of a logarithmic scale from 0 to 14. Seven is the neutral point; values above 7 are alkaline; values below 7 are acidic.

phased conservation An approach to conservation that emphasizes broad stabilizing actions to protect the entire holdings of a repository, rather than the concentration of resources solely on item-level treatment. preservation The totality of processes and operations involved in the stabilization and protection of documents against damage or deterioration and in the treatment of damaged or deteriorated documents.

processing The activities of accessioning, arranging, describing, and properly storing archival materials.

record A document created or received and maintained by an agency, organization, or individual in the transaction of business.

record group A body of organizationally-related records established on the basis of provenance by an archives for control purposes.

recto The front of a sheet of paper, parchment, etc.; usually the right-hand page of a book.

red rot Visible deterioration of leather in the form of red powdering.

reversibility, principle of The principle that no procedure or treatment should be undertaken on archival materials that cannot be undone if necessary.

series A group of documents arranged in accordance with a filing system or maintained as a unit because they result from the same accumulation or filing process, the same function, or the same activity; have a particular form; or because of some other relationship arising out of their creation, receipt, or use.

sizing 1. The application to the surface of paper, or incorporation during the formation of paper, of a substance designed to resist penetration by ink and improve printability. 2. The substance used for this purpose.

spacer boards Specially-constructed boards made of corrugated acid-free, lignin-free board stock. Spacer boards, also called follower blocks, serve to protect material within document boxes by preventing unwanted leaning or shifting of materials.

spatula, spoon A tool made of stainless steel, often with spooned or tapered ends, used for removing metal and other fasteners. Sometimes called a micro-spoon spatula.

subseries A subdivision of a series.

uniform title The title by which a work is identified for cataloging or filing purposes. It is used to bring together all versions of a given work and to distinguish that work from any other.

USMARC AMC (USMARC Format for Archival and Manuscripts Control) A format for online records, used to standardize the exchange of descriptive and administrative information about archival materials. It is jointly administered by the Society of American Archivists and the Library of Congress.

verso The back of a sheet of paper, parchment, etc.; usually the left-hand page of a book.

wove-wrap tissue Tissue made of acid-free paper which is ideal for interleaving acidic pages or wrapping delicate artifacts.

Appendix D - Perpetual Calendar

Index

Year <u>Cal. No.</u>	Year	Cal. No.	Year	Cal. No.
$\overline{1750}$ 5	1797	 1	1844	9
1751 6	1798	2	1845	4
1752 14		3		5
1753 2		4		6
1754 3		5		14
1755 4		6		2
$1756 \dots 12$				3
1757 7		8		4
$1758 \dots 1759 \dots 1$				
1760		5		1
1761 5				2
1762 6		1		10
1763 7		2		5
1764 8		3		6
1765 3	1812	11	1859	7
1766 4	1813	6	1860	8
1767 5	1814	7	1861	3
1768 13	1815	1	1862	4
1769 1	1816	9	1863	5
1779 2		4		13
1771		5		1
1772		6		2
1773 6		14		
1774		2		
1775		3		6
1776		4 		7
1778				9
1779 6		1		4
1780 14		2		5
1781				6
1782 3		5		14
1783 4		6		2
1784 12	1831	7	1878	3
1785 7	1832	8	1879	4
1786 1	1833	3	1880	12
1787 2	1834	4		7
1788 10		5		1
1789 5		13		2
1790 6		1		10
1791 7		2		5
1792 8		3		6
1793				7
1794 4		6		8
1795 5 1796				4
1700 13	1043	1	1030	4

Appendix D. Perpetual Calendar

Year Cal. No.	Year Cal. No.	Year Cal. No.
1891 5	1928 8	1965 6
1892	1929	1966
1893	1930 4	1967
1894 2	1931 5	1968 9
1895	1932	1969 4
1896	1933	1970 5
1897 6	1934 2	1971 6
1898	1935	1972
1899	1936	1973 2
1900	1937 6	1974
1901	1938	1975 4
1902 4	1939	1976
1903 5	1940 9	1977
1904	1941 4	1978
1905	1942 5	1979
1906	1943 6	1980
1907	1944	1981 5
1908	1945	1982 6
1909 6	1946	1983
1910	1947 4	1984 8
1911	1948	1985
1912 9	1949	1986 4
1913 4	1950	1987 5
1914 5	1951 2	1988
1915 6	1952	1989
1916	1953 5	1990
1917 2	1954 6	1991
1918	1955	1992
1919 4	1956 8	1993 6
1920	1957	1994
1921	1958 4	1995
1922	1959 5	1996
1923 2	1960	1997 4
1924	1961	1998 5
1925 5	1962 2	1999 6
1926 6	1963	2000
1020	1000	~~~~

JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
M A Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	J U N E S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	J U L Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	A U G U S T S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
S E P T E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	O C T O B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	N O V E M B E R N O V E M B E R N O T W T F S O O O O O O O O O O O O O O O O O O	D E C E M B E R S M T W T F S - - - - - 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Calendar No. 2			
J A N U A R Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	F E B R U A R Y S M T W T F S - 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	M A R C H S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	A P R I L S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
M A Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	J U N E S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	J U L Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	A U G U S T S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
S E P T E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	O C T O B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	N O V E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	D E C E M B E R S M T W T F S

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JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
M A Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	J U N E S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	JULY SMTWTFS 123 456 78910 1112 13 1415 1617 1819 20 2122 2324 2526 27 2829 3031	A U G U S T S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
S E P T E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	O C T O B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	N O V E M B E R N O V E M B E R N O V E M B E R F S M T W T F S N O T W T F S 1 1 2 13 14 15 16 1 1 18 19 20 21 22 23 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	D E C E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Calendar No. 4			
J A N U A R Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	F E B R U A R Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	M A R C H S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 -23 24 25 26 27 28 29 30 31	A P R I L S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 16 14 15 16 17 18 20 21 22 23 24 25 26 27 28 29 30
M A Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	J U N E S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	J U L Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	A U G U S T S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
S E P T E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	O C T O B E R S M T W T F S - - - - 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	N O V E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	D E C E M B E R S M T W T F S - 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Calendar No. 5

J A N U A R Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	F E B R U A R Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	M A R C H S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	A P R I L S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
M A Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	J U N E S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	J U L Y S M T W T F S - 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	A U G U S T S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
S E P T E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	N O V E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	D E C E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Calendar No. 6 J A N U A R Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	F E B R U A R Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	M A R C H S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	A P R I L S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
M A Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	J U N E S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	J U L Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	A U G U S T S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
S E P T E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	O C T O B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	N O V E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	D E C E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Calendar No. 7

J A N U A R Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	M A R C H S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
M A Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	J U N E S M T W T F S - - - - 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	J U L Y S M T W T F S	A U G U S T S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
S E P T E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	O C T O B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	N O V E M B E R N N T W T F S N T 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	D E C E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Calendar no. 8			
J A N U A R Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	F E B R U A R Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	M A R C H S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	A P R I L S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
M A Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	J U N E S M T W T F S - - 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	J U L Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	A U G U S T S M T W T F S - - 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
S E P T E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	N O V E M B E R S M T W T F S	D E C E M B E R S M T W T F S

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JANUARY	FEBRUARY	M A R C H	APRIL
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
M A Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	J U N E S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	J U L Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	A U G U S T S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
S E P T E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	O C T O B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	NOVEMBER NOVEMB	DECEMBER SMTWTFS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Calendar No. 10			
J A N U A R Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	F E B R U A R Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 16 14 15 16 17 18 20 21 22 23 24 25 26 27 28 29 30
M A Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	J U N E S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	J U L Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	A U G U S T S M T W T F S - - - - - - 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 - - - - - - - -
S E P T E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	O C T O B E R S M T W T F S	N O V E M B E R S M T W T F S	D E C E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

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M A Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	J U L Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	A U G U S T S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
S E P T E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	N O V E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	D E C E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Calendar No. 12			
J A N U A R Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	F E B R U A R Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	M A R C H S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
M A Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	J U N E S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	J U L Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	A U G U S T S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
S E P T E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11	O C T O B E R S M T W T F S 1 2	NOVEMBER NOVEMBER NOVEMBER NOVEMBER	D E C E M B E R S M T W T F S 1 2 3 4

JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
M A Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	J U N E S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	J U L Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	A U G U S T S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
S E P T E M B E R S M T W T F S	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	N O V E M B E R N O V E M B E R N O V E M T F S N T W T F S N T B P 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 N O V E M B E R S O C C C C C C C C C C C C C C C C C C	D E C E M B E R S M T W T F S
Calendar no. 14			
J A N U A R Y S M T W T F S - 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	F E B R U A R Y S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	M A R C H S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	A P R I L S M T W T F S - - - - - - 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 - - - - - - - -
M A Y S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		J U L Y S M T W T F S - 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	A U G U S T S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
S E P T E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	N O V E M B E R S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	D E C E M B E R S M T W T F S